

Clerical and Office Branch
Accounting Clerical & Cashier Group
Accounting & Budget Technician Series

FISCAL SUPPORT SUPERVISOR

07/99(NEB)

Summary

Under general supervision, supervise or personally perform paraprofessional and clerical functions to assist management with costs monitoring, general bookkeeping and financial reporting, grants and contracts administration, and accounting and payroll transaction processing.

Typical Duties

Direct or analyze and reconcile diverse records, reports, journal vouchers, ledgers and other accounting or budget documents for accuracy and compliance with City purchasing, accounting and budget procedures and policies. Involves: utilizing computerized purchasing and payment systems to create, post and verify transactions to process requisitions and payments for materials, supplies and equipment and personnel action forms affecting employees' status and compensation; -creating non-routine reports and databases to reconcile account balances and verify accuracy of financial reports and assignment of costs; resolving payment discrepancies between department, purchasing, Comptroller, and vendors.

Organize details and direct or perform technical aspects of preparing and maintaining department budget encompassing multiple types of payrolls and funding sources. Involves: discussing program proposals and expenditures with department supervisors: entering budget data to create budget documents in spreadsheet and graphic form; setting up project identifiers to ensure accurate financial reports and assignment of costs; editing and finalizing department budget documents; verifying that information is balanced; transferring funds between accounts as authorized; acting as department resource on budget issues which includes responding to inquiries, monitoring expenditures and recommending corrective action and preparing budget projections; researching and assisting in preparing documentation for grant requests.

Supervise assigned non-supervisory accounting and payroll clerical personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging and retaining activity records, and preparing recurring and requests status reports.

Minimum Qualifications

Training and Experience: Graduation from high school or GED equivalent, including or supplemented by additional course work in accounting or data processing and computer operations; and six (6) years increasingly responsible bookkeeping, budget, payroll or accounting experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: bookkeeping theories and practices; department budgetary practices and procedures. Good knowledge of: governmental accounting principles and procedures; personal computer operation and spreadsheet and word processing software. Some knowledge of: supervisory techniques.

Ability to: analyze, research and maintain budget and accounting records and reports using automated accounting methods to comply with City policy requirements and financial standards; oversee processing of a high volume of fiscal administration work to ensure prescribed deadlines are met; accurately and quickly calculate figures and amounts such as discounts, interest, commissions, proportions and percentage; apply concepts of basic algebra and double entry bookkeeping; establish and maintain effective working relationships with peers, management personnel, vendors, City officials; impartially and firmly exercise delegated supervisory authority and enforce personnel rules; express ideas, concepts and recommendations clearly and concisely, orally and in writing.

Skill in the safe operation and care of common office machines, personal computer or net work workstation, including general business productivity and specialized financial software.

Director of Personnel

Department Head

OFFICIAL